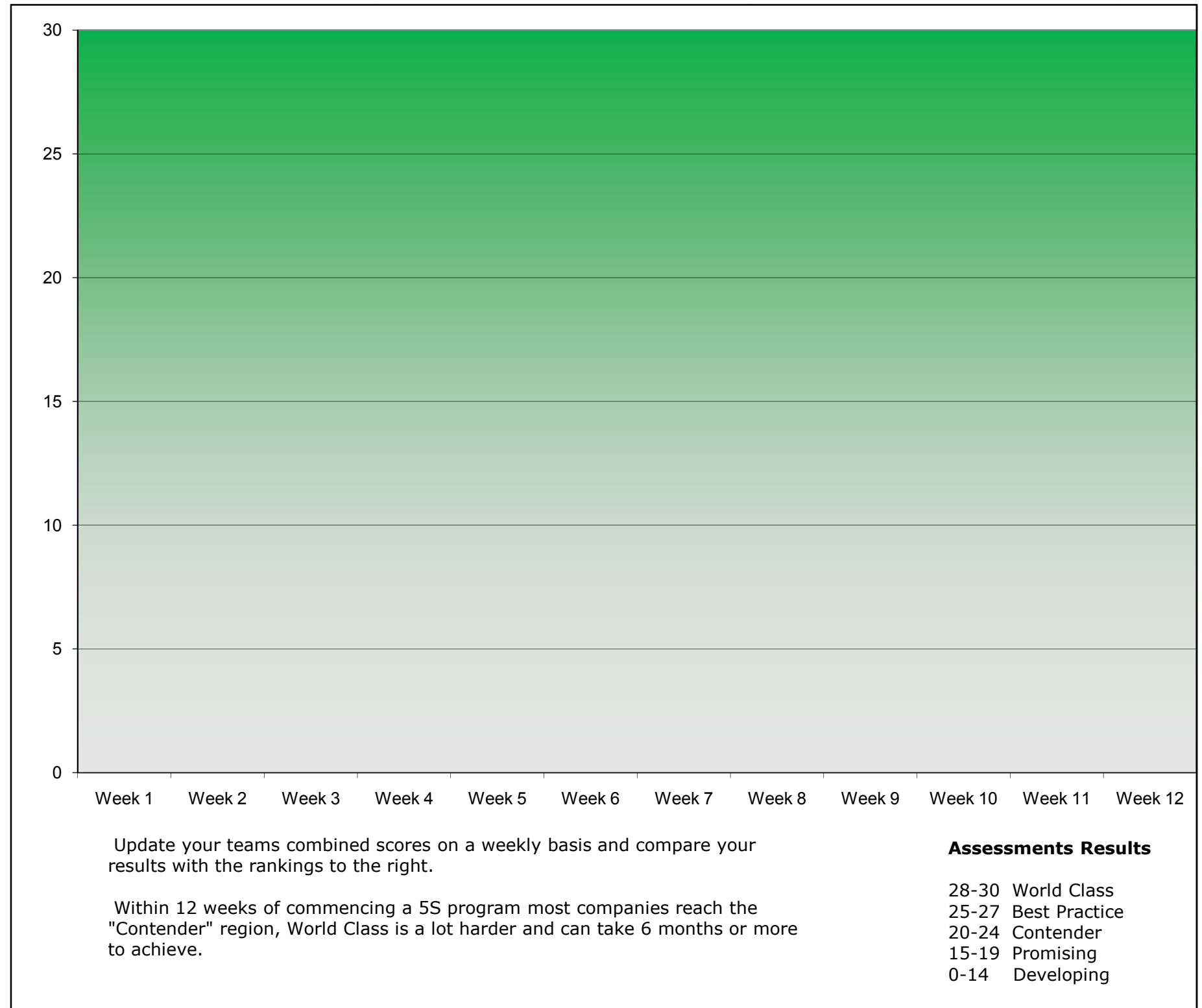




OFFICE 5S RATING SHEETS

Office 5S Implementation Rating and Progress Chart

Sort Rating	0	1	2
No unnecessary items can be found in the office – under desks, on desks, cabinets, bookcases, filing rooms, etc			
All outdated material (hard copy and soft copy) has been removed or archived			
Items used infrequently are stored away from the immediate workplace and easily located			
No old or outdated posters, graphs, memos or notices are on the notice boards or walls.			
Only tasks to be worked on in the next 2 hours are in the immediate work place			
Total			
Set in Order Rating	0	1	2
All information, stationery, consumables, and equipment are stored safely in clearly marked areas/shelves, bins, etc, clearly indicating when something is missing.			
The office layout provides good workflow and enables efficient processes. (If redesigning the layout from scratch, nothing would change)			
All electronic files can be found in less than 30 seconds			
All items within the immediate work area can be retrieved within 30 seconds			
All items within the department can be retrieved within 2 minutes			
Total			
Shine Rating	0	1	2
The office and desk areas are clear and clean			
All paperwork is current. No multiple versions of the same file exist. Staff regularly delete/archive and review their paperwork			
Computer files, including emails are all current. No multiple versions of the same file exist. Staff regularly delete/archive and review their email and electronic files			
All staff are involved in continuous improvement activities			
Office processes have been streamlined to reduce paperwork, data entry and retrieval times			
All sources of data entry error have been identified and their sources fixed.			
Total			
Combined Total			



Scoring Criteria 0= No improvement activity 1 = Weekly improvements 2 = Daily reviews are undertaken and actioned immediately



OFFICE 5S RATING SHEETS

Office 5S Maturity Rating

Standards Rating	0	1	2
5S Standards have been developed for housekeeping, storage and handling of work in progress information and other consumable items			
Customer service standards have been established for all processes			
Standards have been defined for administration processes and clearly identify non-conforming information or processes			
Standards have been set for training of staff in office and administration procedures			
Standards have been defined for safe working practices and storage of hazardous items			
Total			

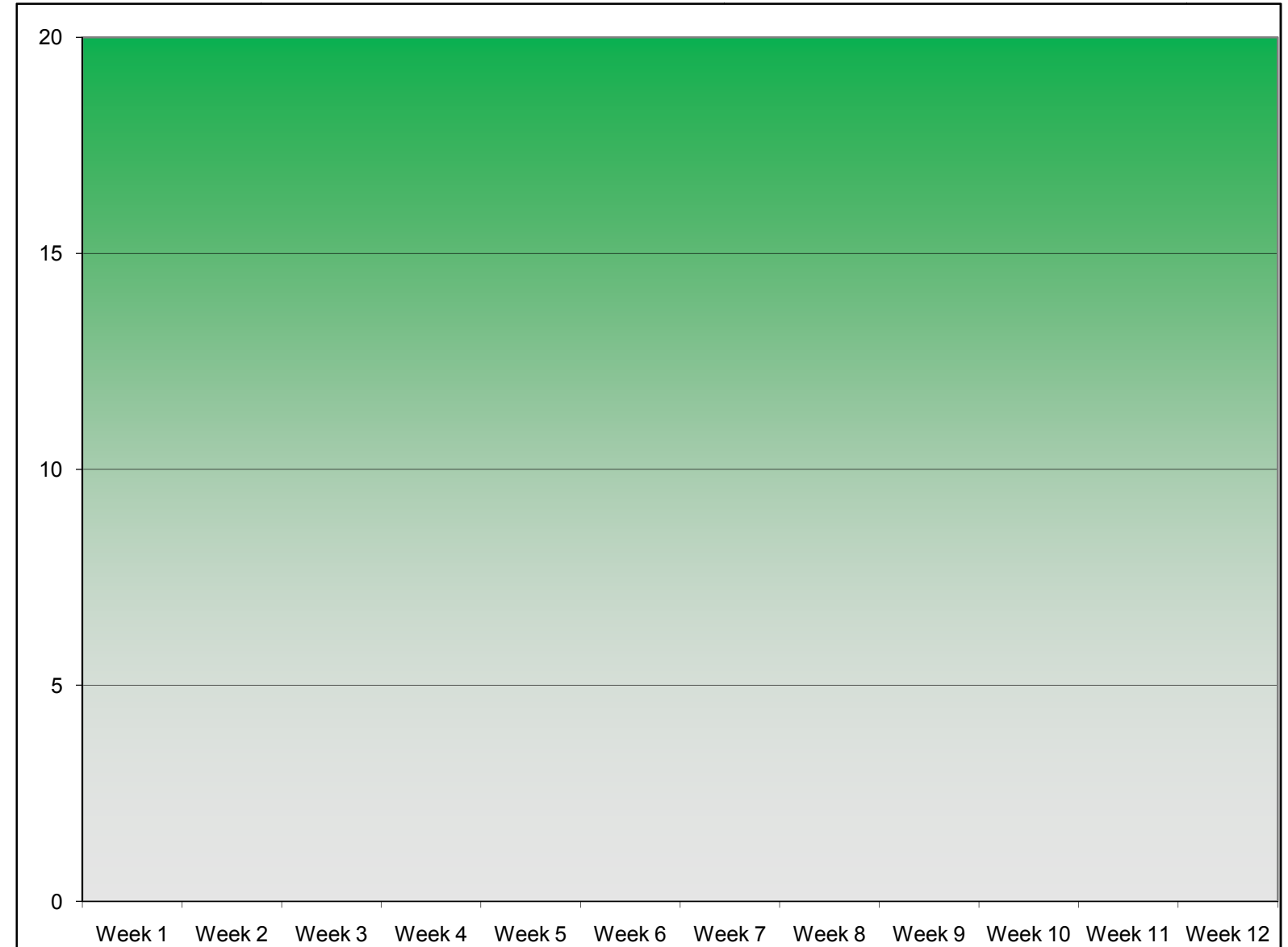
"Standards" Scoring Criteria

- 0 = <50% of areas/processes comply
- 1 = >50% but less than 90% of areas/processes comply
- 2 = >90% of areas/processes comply

Sustain Rating	0	1	2
The team has developed their 5S Communications Board and this is updated regularly			
The team meets regularly to discuss and improve the outcomes of their 5S and other improvement related activities. Actions are agreed and documented at each session. The action plans are current and visible on the 5S Communications Board			
Team members take on the role of 5S Champion on a rotating basis, and all play an active part in the implementation and further refinement of the 5S program			
The team has a 5S representative as part of the site 5S Steering Committee or equivalent improvement team. The team shares its 5S learning's with other teams and participates in 5S related activities outside of it's own work area.			
The team shares its 5S learning's with other teams and participates in continuous improvement activities with it's supplier and customer base			
Total			

"Sustain" Scoring Criteria

- 0 = <50% of employees are actively involved
- 1 = >50% but less than 90% of employees are actively involved
- 2 = >90% of employees are actively involved



Assessments Results

Update your teams combined scores on a weekly basis and compare your results with the rankings to the right.

Within 12 weeks of commencing a 5S program most companies reach the "Contender" region, World Class is a lot harder and can take 6 month or more

- 18-20 World Class
- 14-17 Best Practice
- 10-13 Contender
- 6-9 Promising
- 0-5 Developing